

<b>ALASKA PIONEER HOME</b>		<b>P&amp;P No: 07.04</b>
<b>Title: Medication Transport</b>		<b>Approval: D. COTE</b>
<b>Key Words: Label, Transport, Receipt</b>		
<b>Team: Pharmacy, Nursing</b>	<b>Effective Date: 1/1/11</b>	<b>Page: 1 of 3</b>

## **PURPOSE**

To describe how the Alaska Pioneer Home (APH) Pharmacy in Anchorage transports and receives the residents' medications to and from the Homes.

## **POLICY**

The pharmacy staff transports medication orders in a method that assures quality control and timely delivery.

An on-duty nurse is designated to oversee receipt and control of the transported medications.

## **DEFINITIONS**

## **PROCEDURE**

### **I. Transport of Medications from the APH Pharmacy**

- A.** APH Pharmacy receives medication orders from the Homes by fax.
  1. Pharmacy staff checks the pharmacy fax machine throughout the working day for medication orders received from the Homes.
  2. APH nursing staff coordinates submission of medication orders to avoid duplication.
  3. Pharmacy staff records the medication order in the pharmacy computer system.
- B.** Medication labels are printed for the order, and placed on:
  1. Medication package
    - a) Medication packages are transported to the Homes in the following containers:
      - (1) The Anchorage and Palmer Homes receive medications in grey plastic tote boxes.
      - (2) The Fairbanks, Juneau, Sitka, and Ketchikan Homes receive medications in cardboard boxes.
    - b) The medication package is placed in the box.
  2. Delivery summary

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- a) The label attached to the summary is the strip label.
  - b) The summary is dated and attached to the box for transport of medications to a Home.
  - c) The procedure is systematic to assure the summary accurately lists medications in the box for transport to the Home.
  - d) When all medications orders are in the box, a copy of the summary is placed in the box.
  - e) The box is sealed for transport with:
    - (1) Zip-ties at each end of the plastic tote box, or
    - (2) Tamper-proof tape on the cardboard box.
  - f) A copy of the summary is kept in pharmacy records.
  - g) The original summary is the transport manifest for courier delivery.
  - h) The summary is faxed to the Home prior to transport, to alert the nursing staff of the box content.
3. Transport of medication boxes
    - a) Pharmacy staff completes an air bill, if necessary.
    - b) The sealed boxes are taken to a designated location for courier service pick-up.
    - c) If a delay in filling or transporting a medication order is anticipated, the pharmacy staff notifies the Home via fax or phone.
      - (1) During the delay, the Home uses their stock supply of medications or acquires the medication locally for a temporary fill.
  4. Receipt of medication boxes by the Home
    - a) Home staff receives and accounts for the medication delivery.
    - b) Home staff contacts the pharmacy via fax or phone with medication delivery problems.
    - c) APH Pharmacy is notified of problems within 24 hours.
    - d) Empty transport boxes:
      - (1) The Anchorage and Palmer Homes return plastic tote boxes to the pharmacy as soon as practical.
      - (2) The Fairbanks, Juneau, Sitka, and Ketchikan Homes dispose the cardboard boxes.
  5. Anchorage Pioneer Home medication transport
    - a) The procedure is modified because courier service is not used.
    - b) A medication tote box is stored in a secure location.
    - c) A Home nurse picks up the tote box at a specified time.
    - d) The Anchorage Pioneer Home follows the remainder of this policy and procedure.

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## **II. Receipt of Medications from the APH Pharmacy**

- A.** The Home staff receives the medication delivery and notifies the on-duty nurse that it has arrived.
  - 1. The Home staff delivers the medication boxes to a secure location.
  - 2. The nurse inspects the delivery to assure:
    - a) The medications in the box match the delivery summary.
    - b) The medication label matches the resident medication order.
    - c) The medications are in locked cabinets or drawers until they are administered.
    - d) That pharmacy is notified about discrepancies within 24 hours.
    - e) A signed copy of the delivery summary is faxed to the pharmacy, acknowledging receipt of the items listed on the summary.

### **HISTORY OF REVISIONS**

New:

Revised: 1/1/11.

Reviewed:

### **ATTACHMENTS**